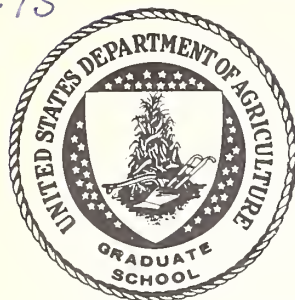


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GRADUATE SCHOOL

CONTINUING EDUCATION
FOR THE FEDERAL
COMMUNITY

Newsletter

CALENDAR OF EVENTS

January 1969

January 18 - 25

27

February 4

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U. S. DEPT. OF AGRICULTURE
NATIONAL AGRICULTURAL LIBRARY

APR 24 1969

CURRENT SERIAL RECORDS

Registration for Evening Program spring semester

Evening Program classes begin

Faculty Luncheon - subject matter group-
ing

Lecture - "The Nature of Cell Wall Changes
in Abscission," by Dr. Barbara Webster,
University of California. Plant Industry
Station, Beltsville, at 10:30 a.m.

Holiday for George Washington's
birthday - no classes.

DEVELOPING SUPERVISORS AND MANAGERS

Before an overflow audience at our January faculty luncheon, Nicholas J. Oganovic, Executive Director of the Civil Service Commission, outlined the Commission's plans for a new "Introduction to Supervision" course.

He explained that this is part of the Commission's plan to revamp the Government promotion program, effective July 1, 1969. A part of this plan is to require formal training in supervision for all those going into supervisory jobs. The Commission plans eventually to have series of five courses and to require those already in supervisory jobs to take some of these as refresher courses.



Mr. Oganovic added that he looked to the Graduate School and local universities and colleges to join with the Civil Service Commission in implementing its training plans.

He outlined the topics to be covered in the introductory course as follows:

1. Introduction and Orientation -- including a self-evaluation by participants

2. Expectations -- the Government Supervisor -- the role of the supervisor, scheduling, planning, controlling.
3. Personnel Management -- setting up and filling jobs, performance evaluation.
4. The Sociology of Work -- relationships between supervisor and his boss, his employees, other supervisors.
5. Employee-Management Cooperation -- rights of employees, unions.
6. Principles and Practices of Supervision -- lines of authority, unity of command, work analysis.
7. Dynamic Leadership -- what it is, motivating employees, morale.
8. Problem-Solving -- creative thinking, identifying problems, suggestion programs.
9. Training for Results -- involving employees, appraising performance for training needs, identifying the "comers."
10. Health, Safety, and Accident Prevention -- supervisor's effect on health of subordinates, resources available to supervisor on health problems.
11. Equal Employment Opportunity -- areas highlighted for action by CSC, the nature of prejudice.
12. Improving Communications -- problems, types: listening, interviews, meetings, writing, informal.
13. Self-Development -- personal inventory, areas for improvement, types of opportunity.
14. Summary and Conclusions -- including written tests, panel interviews.

Mr. Oganovic concluded that the course will stress four major areas: creativity, ability to lead and develop people, identification of problems and ways to solve them, and willingness to take risks.

APPEAL FROM LIBRARY OF CONGRESS

I received a letter recently from L. Quincy Mumford, Librarian of Congress, urging us -- the Graduate School, our faculty, and students -- to resort to use of the Library of Congress only when absolutely necessary. Mr. Mumford pointed out that this appeal was necessitated because of the "acute and worsening space crisis in the Library of Congress." He added there was no prospect of relief until a third building is constructed. And he said:

"Several years ago, we were forced to restrict the use of our reading rooms by high school students. We hope that we will not be compelled to impose a more severely limited admission system or to reduce services to college students, but this depends in part upon the cooperation we receive from the colleges and universities in encouraging students to use the Library of Congress only for materials not otherwise available."

NEW TEXT BOOK

F. W. Lancaster, who teaches a course in Elements of Information Retrieval, is the author of a new textbook, "Information Retrieval Systems: Characteristics, Testing, and Evaluation," published by Wiley at \$9.00. He hopes to make this book the standard text for his course.

HOW-TO-DO-IT

"Once upon a time in a little drop of water, King Amoeba decided he wanted to teach his subjects how to have a better life. So he traveled far and wide throughout the Kingdom of Dropland to tell his people how to be better than they were. But nobody listened.

"'Psst,' said his advisor. 'First you have to get their attention. Here. Rub on this magic garlic potion and you will get everyone's attention.'

"So the king did as he was told and went out to teach his people how to be better than they were. But nobody listened. They swam away. . .and held their noses.

"'Psst,' said his advisor. 'You have to be sure they can hear you. Here. Shout into this megaphone and then everyone will listen.'

"So the king did as he was told, and went out to spread his wisdom. But nobody listened. They swam away. . .and held their noses. . .and covered their ears.

"'Psst,' said his advisor. 'The people are too stupid to realize what wisdom you have to offer. You have to make them listen for their own good.'

"So the king made everyone gather in the Great Solarium while he told them how to be better than they were. But when the Great Doors were opened, everybody swam away so hard and so fast that before they knew it they had swum right out of Dropland. And henceforth and forevermore they were referred to as Outdroppers.

"And the moral of this fable is that. . .things surrounded by unpleasantness are seldom surrounded by people."

This quote is from the Preface of Robert F. Mager's new book Developing Attitude Toward Teaching published by Fearon Publishers, Palo Alto, California. This is a short and clearly written how-to-do-it book for teachers. It contains practical suggestions and questions every teacher needs to ask himself about the teacher-learner interaction and the effect of what the teacher does (or fails to do) on the student and the student's future behavior. (Does the student drop-out? ride it through? or eagerly seek to model himself after the teacher and immerse himself in the subject matter or field of learning taught?) It will also help you in determining whether or not you have done a good job in your teaching.

Some of you may remember Mager's earlier book, Preparing Instructional Objectives, which we made into a short correspondence course.

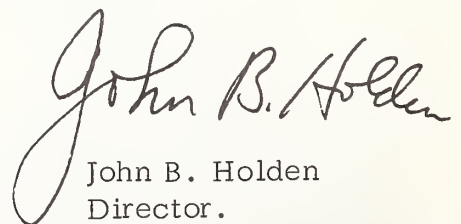
To borrow a copy of either or both books call Vera E. Jensen, DU8-4419, or Code 111 x 4419.

GREAT DECISIONS PROGRAM

"Great Decisions," an 8-session study-discussion program, is designed by the Foreign Policy Association to develop informed opinion on world affairs. Channel 26 (WETA) will carry the program twice each week beginning February 5. Those interested in starting or joining a group of 10-30 persons may call the United Nations Association (NA8-8330) for complete information. Study kits used by the groups are available at the Graduate School bookstore for \$2.58. The topics discussed will be: 1. Czechoslovakia, Russia and Eastern Europe; 2. Canada under Trudeau; 3. Africa, Asia and the Development Decade; 4. Southeast Asia; 5. Western Europe and the U.S. 6. Cuba - the Castro Decade; 7. The Middle East Tinderbox; 8. Dissent, Democracy and Foreign Policy.

TV PROGRAM

You may be interested in the CBS Television Network program entitled, "Tomorrow - Today (Simulation)" on Sunday, January 26, 6-6:30 p.m. As the title suggests this will portray a new concept of teaching through simulation.


John B. Holden
Director.